



PPACA Process Flow Document

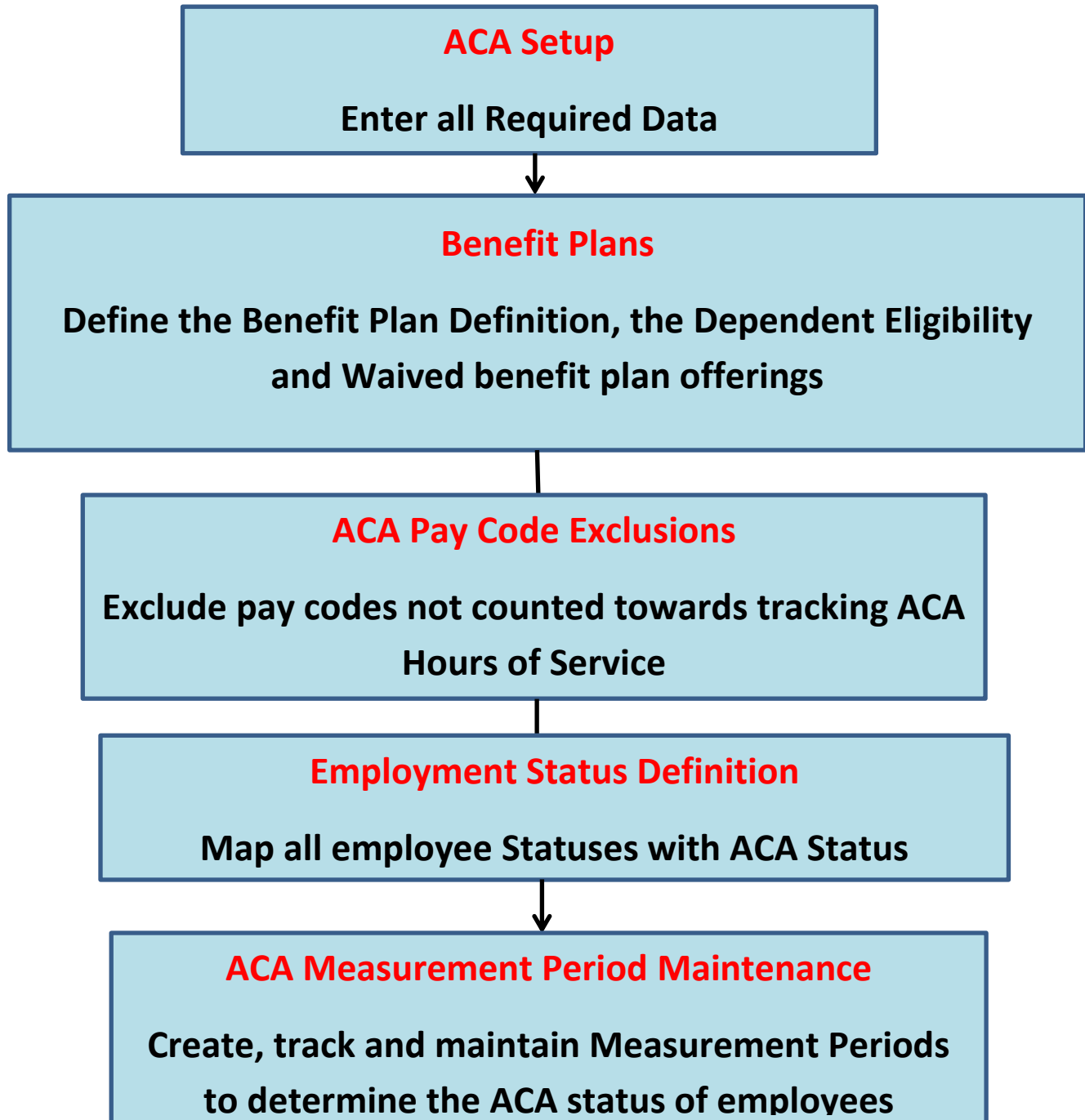
UHRO Premium PPACA Services

November 1, 2016



Part 1

ACA Setup Steps



Step 1) ACA Setup

Description:

In **ACA Setup**, you will need to setup your organization. This function will allow you to update and manage data that is critical to populating and filing Forms 1094-C and 1095-C.

If you plan to file more than one 1094-C, you can create multiple records. If you plan to file separate Form 1094-C's for different divisions, one of the Forms 1094-C must be designated as the Authoritative Transmittal.

Menu Search:

HR Setup>ACA Setup Menu

Action:

- **Enter all required data**
 - Effective Date
 - Benefit plan year start and end dates
 - Is this EIN the Authoritative transmittal for this ALE group?
 - Are you a Designated Government Entity (DGE)?
 - If yes, enter required DGE data.
 - Select a Safe Harbor Code (this will be used to calculate health plan affordability).
 - Select a Certification of Eligibility (**optional**)
 - Enter a Contact name (*The contact will print on Form 1094-C and will be the point of contact if the IRS has questions*)
 - Enter a Contact phone number (*Contact number will print on Form 1094-C and 1095-C*)

Step 2) Benefit Plans

Description:

In **Benefit Plans**, two checkboxes were added to this screen. You will need to update all ACA Compliant Health Plans that provide Minimum Essential coverage and are determined to be “Affordable”, based on the IRS regulations, by selecting the “ACA Compliant Plan” checkbox. If you offer a Self-Insured Plan for this benefit plan, the “Self-Insured Plans” checkbox must be marked as well.

Menu Search:

Benefit Setup>Benefit Plans> Eligibility>Dependent Eligibility

Action:

- Identify all ACA Compliant medical health plans
 - Select the medical Health plan that you wish to identify as an **ACA Compliant Plan**.
 - Under the Plan Definition tab select the “**ACA Compliant Plan**” checkbox
- If you offer self-insured Health plans, check the **Self-insured Plan** check box
- If you offer multiple employee only benefit plans, check the **Wellness Plan** check box to exclude the plan amount from reporting on Line 15
- Define the applicable Dependent Eligibility parameters for the benefit tiers that exist (**required for accurate population of Indicator Code Series 1 for “Offer of Coverage” on Form 1095-C, Part II, Line 14**)

Note the following:

- ❖ If not utilizing the on-line enrollment module in the iCON HRIS (where a declined Benefit Enrollment Listing can be created) a Waived benefit plan should be created
 - **Common Object Dictionary > Benefit Plans**

- ❖ Declined benefit plan offerings should be created in the Waived Benefit Plans functionality
- ❖ Employees should be “enrolled” in the Waived benefit plan
- ❖ Common Object Dictionary > Relationship Types should be defined for Dependent / Spouse / Child
- ❖ All Dependents should be entered in the iCON HRIS (for Self-Insured benefit plans)
- ❖ All Dependents should be attached to applicable benefit plans in the iCON HRIS (for Self-Insured benefit plans)
- ❖ Dependent Eligibility parameters should also be defined to specify which type of plan the ALE Member is offering

Step 3) ACA Pay Exclusions

Description:

In **ACA Pay Code Exclusions**, you will need to exclude all Pay Codes that should not be counted towards ACA Hours of Service

Menu Search:

Payroll Setup>ACA Pay Code Exclusions

Action:

- Select a Legal Entity
- Hit Add button
- Select the pay codes that should be excluded
- Select “Submit” to process changes

Step 4) Employment Status Definition

Description:

In **Employment Status Definition**, a new field called “ACA Status” has been added. All employment statuses need to be mapped to one of the ACA Employment Statuses. Simply click on the dropdown box to select one of the pre-defined ACA Employment Statuses. The user will need to have security privileges to Add, Update, Delete and Map to an ACA Employee Status.

Menu Search:

HR Setup>Employment Status Definition

Action:

- To update an existing Employment status click on “short description” name, using the new “ACA Status”, select a status.
- Ensure all new Employment Statuses are mapped to an ACA Status.

Step 5) ACA Measurement Period Maintenance *(Optional)*

Description:

Use the **ACA Measurement Period Maintenance** function (which is optional) to create, track and maintain Measurement Periods for the Affordable Care Act (ACA). Measurement periods can be used to determine the ACA status of employees. Period Types are as follows:

- Admin –the Open Enrollment period
- Initial – the new hire period
- Stability – the benefit plan year
- Standard – the measurement period (look back period)

Menu Search:

HR Actions>ACA Measurement Period Maintenance

Action:

To update an existing measurement period, click on the information in the left column. To create a new measurement period click the add button.

- Enter all required information
 - Description – user defined
 - ACA EE Status
 - Period Type (Initial, Admin, Standard and Stability)
 - Start/End dates

Part 2

Data Validation

ACA Reports

ACA Benefit Report

Description:

This report was added to the Reports menu and can be generated to view which employees are eligible for benefits based on eligibility date and ACA employee status. The report also identifies which employees are enrolled or not enrolled in a benefit plan. This report can be run for a defined date range.

Menu Search:

Reports>ACA Benefit Report

Actions:

Parameters:

- Org Levels
- Benefit Year (*Required*)
- Include Terminated?
- Report Name (*Required*)
- Sort by:
 - Employee Number
 - Employee Name

ACA Hours Report

Description:

This report was added to the Reports menu. Based on the selection criteria, this report will print employee hour's information based on a particular measurement group or on a selected date range. The ACA hours will help with analyzing employees ACA employee statuses based on the number of hours worked, to ensure all employees are classified correctly. The report can be generated by selecting a Measurement Period description or entering Start and End dates.

Search Menu:

Reports>ACA Hours Report

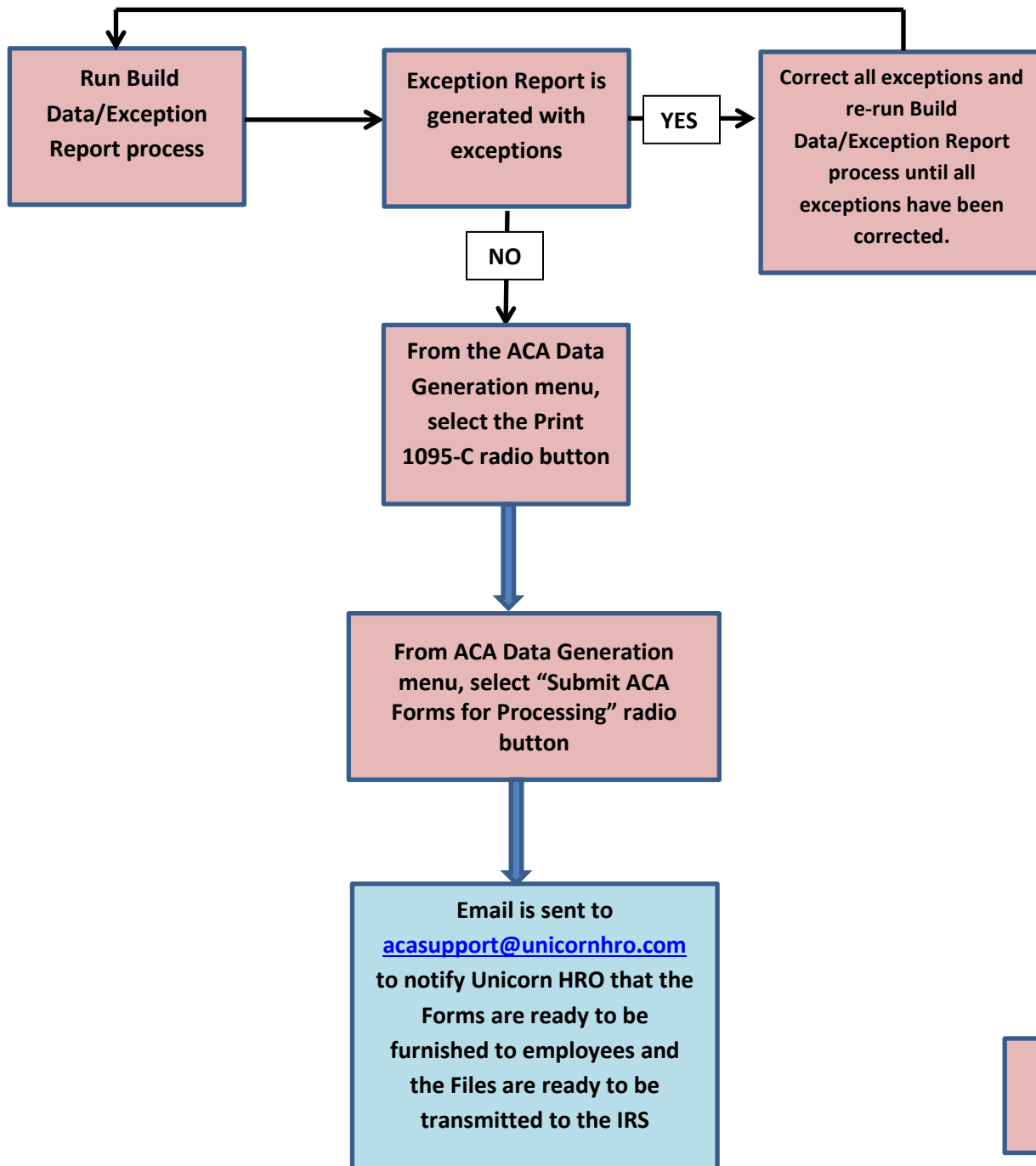
Actions:

Parameters

- Org Levels
- Include Terminated?
- Measurement Period Description (will populate date range associated with measurement period)
- Start Date *(Required)*
- End Date *(Required)*
- Report Name *(Required)*
- Sort By:
 - Employee Number
 - Employee Name

Part 3

ACA Data Generation



ALE Member
Responsibility

UHRO ACA
Premium Services

Step 1) Build Data/Exception Report

Description:

This is the first step to transmit Forms 1094-C and 1095-C to the IRS. The process will generate all data needed to populate forms 1094-C and 1095-C and will also produce an exception report. All exceptions must be addressed before proceeding to the next step. Also, anytime data is changed the Build Data/Exception report must be generated

Menu Search:

Reports>ACA Data Generation

Actions:

Click on the Build data/Exception Report radio button. This process will generate an exception report. View report and correct all exceptions (if any). *Re-run the exception report until all exceptions have been corrected.

Step 2) Print 1095-C

Description:

After the Build Data/Exception Report has been completed and there are zero exceptions showing on the Exception report you can print 1095-Cs to validate the employee's information (employees who did NOT consent to an electronic copy of Form 1095-C in ESS will receive a paper copy)

Menu Search:

Reports>ACA Data Generation

Actions:

- Click on Print 1095-C radio button
- Select Type of Transmission
- Report ID
- If you are printing a Form for one employee, select the "One Employee" check box and enter an employee ID
- Select Tax Year
- Legal Entity

Step 3) Submit ACA Forms for Processing

Description:

Select Submit ACA Forms for Processing radio button. This process notifies Unicorn that the Forms are ready to be furnished to employees and filed with the IRS

Menu Search:

Reports>ACA Data Generation

Actions:

Click on the Submit ACA Forms for Processing radio button, this process will generate an email to acasupport@unicornhro.com. The email will notify Unicorn that user "XYZ" submitted forms 1094-C and 1095-C from legal entity "ABC" for Tax Year "XXXX"